

Mileage

SDCS PeopleSoft Training – Financials

March 2010

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Introduction and General Information

Many employees can get reimbursed from our school district for eligible mileage incurred on their own private vehicles. Generally, this means that if your supervisor requires you to use your own vehicle to accomplish your work, you can get reimbursed for the mileage. To get reimbursed you must create and submit an Expense Report that contains details about your mileage expenses (where you went, when you went, and why you went).

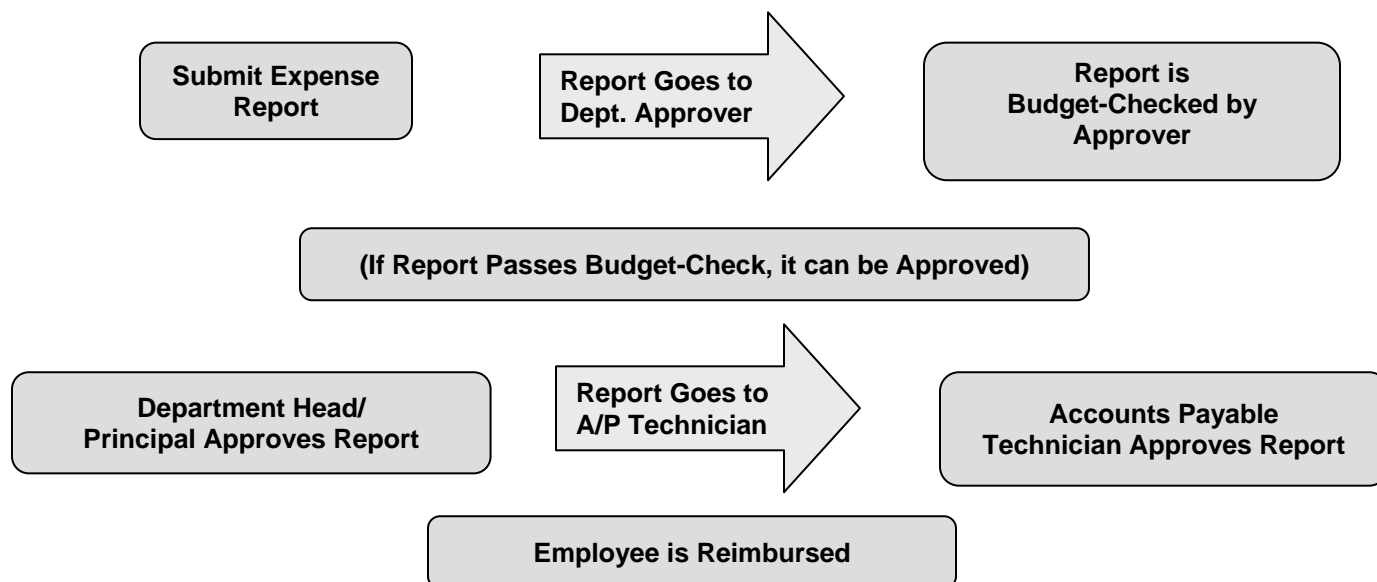
If you want to get reimbursed for mileage incurred within San Diego County, you do not need prior authorization (a Travel Authorization). If you want to get reimbursed for mileage incurred *outside* San Diego County, you will need to submit a Travel Authorization *prior to the travel*. (Please see the Expenses Manual chapter on creating Travel Authorizations).

How to Log into Oracle PeopleSoft to do Mileage Expense Reports

- Launch Microsoft Internet Explorer
- Go to: **<https://dwa.sandi.net>**
- Enter your User ID # (6-digit Employee ID number. If you don't know it, ask your supervisor or just look on your paycheck stub)
- Enter your personal DWA password (You must create one the first time you use PeopleSoft. Please see the Job Aid "Setting Up Your DWA Password")
- Click "Sign in"
- On the next page (portal page) click "Financials Supply Chain 8.9"
- On the next page, in the main menu on the left, click "Employee Self Service" or "Travel and Expenses" depending on what you want to do.

Workflow – How it All Happens

The flowchart below shows where the Mileage Expense Report goes and what happens to it, after you submit it.



Chartfield Setup

The **first time** an employee submits an expense report, the employee must setup their Chartfield string. This determines which budget is to be used to pay for the mileage reimbursement.

This is a one-time setup. It should not need to be repeated each time an employee submits an expense report.

Enter Your Budget Information – Example Exercise



Step by Step: One-Time Chartfield Setup

The following steps show how to set up your Chartfield string. This string of numbers tells the district which budget to use to pay for your mileage. Once you enter the string of numbers and save it, the string will stay put whether you shut down the computer or not. You can change the Chartfield string at any time.

Step 1

Navigate to the Default Chartfield page:

Travel & Expenses → Manage Employee Information → Update Chartfields

GL Unit	Department	Resource	Bud Ref	Program	Class	Fund	Extended Project
SD							

Step 2

Enter your department's budget numbers into the Chartfield string boxes. If you don't know what numbers to enter, please check with your department's secretary, financial clerk, or principal/department head. You can also ask your school's or department's budget analyst. Upon completing the Chartfield string, click **Save** in the lower left corner:

Authorize Other Employees to Create Expense Reports on Your Behalf

An employee may authorize another employee to create Expense Reports on his/her behalf. An example might be a teacher authorizing the main office's Financial Clerk or Administrative Assistant to create a Mileage Expense Report on the teacher's behalf.

NOTE: It is highly recommended that everyone create and submit his/her own mileage expense reports. Then there are fewer chances for mistakes or miscommunications.

Authorize Others to Submit Your Expense Report For You – Example Exercise



Step by Step: Authorize Another Employee to Create & Submit Expense Reports on Your Behalf

The following steps walk you through the *two tasks* you must complete to accomplish this.

Step 1

First, you must update your Chartfield string just one time. Please follow the Step-by-Step instructions above, entitled “**One-Time Chartfield Setup**”.

Step 2

Next, to authorize another employee (to become your “proxy”), you must follow this navigation: *Employee Self-Service → Travel & Expenses → User Preferences → Delegate Entry Authority* (See Illustration on Next Page).

ORACLE

Menu

Search:

- My Favorites
- Employee Self-Service
 - Procurement
 - Travel and Expenses
 - User Preferences
 - Create/Update User Template
 - Delegate Entry Authority
 - Review Payments
 - Print Bar Code Receipt Form
 - Review Expense History
 - Employee Project Center
 - Travel and Expense Center
- Manager Self-Service
- Supplier Contracts
- Vendors
- Purchasing


Authorize Users

Leslie Doe

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name
<input type="text" value="120080"/>	<input type="text" value="Leslie Doe"/>

Step 3

Click the plus sign  on the right side of the page. This opens a new, blank ID box:

Authorize Users

Leslie Doe

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name
<input type="text" value="120080"/>	<input type="text" value="Leslie Doe"/>

Step 4A

In the blank ID box, type the Employee ID number for the person you want to authorize to be your proxy. (For example, if you are a teacher, you would enter the ID # for the office person). Then click the **Save** button:

Authorize Users

Leslie Doe

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name	
120080	Leslie Doe	+ -
108504		+ -

Save

Step 4B

Click **OK** on the Save Confirmation page:

Save Confirmation

Leslie Doe

The Save was successful.

OK

Step 5

Make sure that the person's name appears next to the box where you typed his/her ID number:

Authorize Users

Leslie Doe

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name
120080	Leslie Doe
108504	Alex Doe

Save

You are done. You may now log out of PeopleSoft. The person you gave authority to can now sign into PeopleSoft Financials themselves to create and submit expense reports on your behalf, with your name attached to the reports. You can still create your own reports, too.

Mileage Expense Reports

To get reimbursed for eligible mileage you incur on your own private vehicle, you must create and submit an Expense Report.

If you want to get reimbursed for mileage incurred *within San Diego County*, it does not require authorization prior to incurring the expense. You do not need to create a Travel Authorization.

If you want to get reimbursed for mileage incurred *outside San Diego County*, it *does* require that a Travel Authorization be created and submitted *prior to the travel*. Please see the appropriate job aids and/or user handbook or manual for Travel Expenses.

Mileage within San Diego County – Creating an Expense Report from a Blank Form – Example Exercise

The following steps walk you through how to create an Expense Report for Mileage within San Diego County.

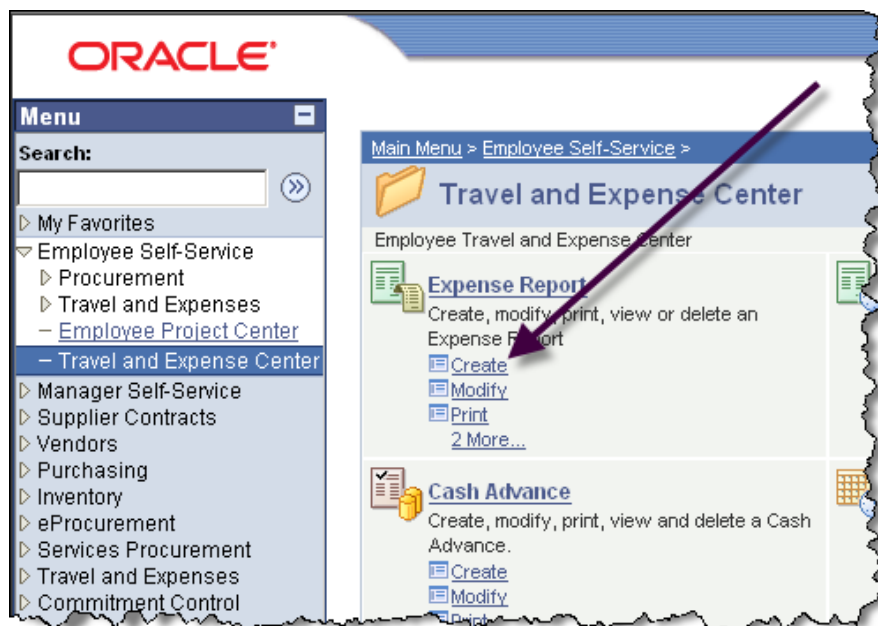


Step by Step: Create a Mileage Expense Report from a Blank Form

Step 1

Navigate to the Expense Reports home page, and start a new Expense Report by clicking **Create**:


Navigation: *Employee Self-Service* → *Travel and Expenses Center* → *Expense Report* → *Create*

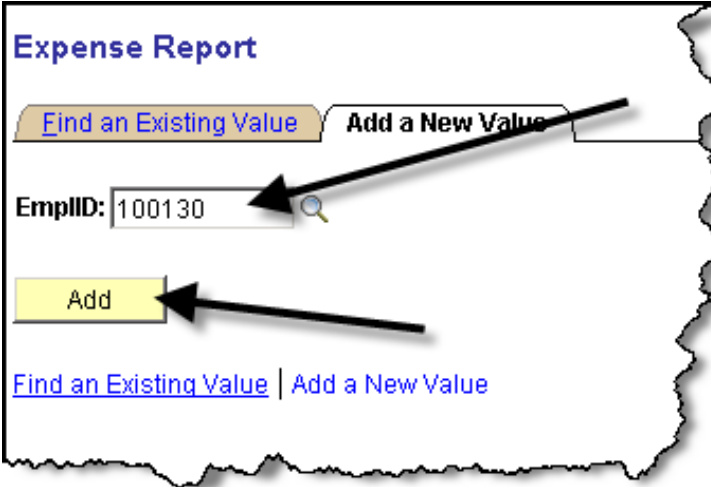


Step 2

If the screen shown here does not appear, skip ahead to Step 3.

If this screen does appear, it means that someone else has authorized you in the system to create and submit Expense Reports on his/her behalf. If so, then you must choose to create this Expense Report either for yourself (if you incurred the mileage) or for the other person (if he/she incurred the mileage).

Type the correct person's Employee ID number in the **EmplID** textbox (or click the Search icon  to view a list of those who authorized you, and choose from the list). Then click **Add**.



The screenshot shows the 'Expense Report' form. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, the 'EmplID' field contains the value '100130'. A search icon is located to the right of the 'EmplID' field. Below the field is a yellow 'Add' button. At the bottom, there are two links: 'Find an Existing Value' and 'Add a New Value'. Two black arrows point to the search icon and the 'Add' button, respectively.

Step 3

A fresh, blank Expense Report form will appear on your screen. The illustration on the following page displays an example of the blank form:

ORACLE

Home | Worklist

[New Window](#)

Create Expense Report

Expense Report Entry

Leslie Doe [User Defaults](#) Report ID: NEXT

Quick Start:

General Information

Description: Comment:

Business Purpose: Reference:

Default Location:

Budget Status: Valid [Receipt Images](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details [Customize](#) [Find](#) [View All](#) 1-4 of 4

***Overview** **Detail** **Location** **Merchant** **Air/Hotel** **Mileage** **Per Diem** ***Currency**

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#)

[SDCS Expense Rules](#)

[Return to Travel and Expense Center](#)

Annotations:

- Person who will be reimbursed
- You will enter basic descriptive information in this section.
- Click here to verify or enter budget numbers to cover your reimbursement.
- Total dollar amounts will automatically appear here.
- Enter one whole day's worth of mileage per Expense Type line. Example: If you want to claim four days of driving, then enter four separate lines, one for each day.
- Always click SAVE FOR LATER before you click SUBMIT.**

Step 4

In the **General Information** section you must do two things: Fill in the required information, and verify or update the default accounting information (budget numbers, aka Chartfield string). It doesn't matter which you do first.

The screen below displays an example of typical details entered in the required fields:

- A. **Description** – Type “Mileage” and the month and year, thus: **Mileage November 2008**
- B. **Business Purpose** – Choose **Other-written desc required**.
- C. **Default Location** – Type **San Diego**.
- D. **Comment** – Here you must type your justification for getting reimbursed for mileage. One example: **Travel to various district locations as required by my job to provide nursing services to students.**

Create Expense Report
Expense Report Entry

Leslie Doe [User Defaults](#) Report ID: NEXT

Quick Start: A Blank Report

General Information

'Description: Mileage November 2008

'Business Purpose: Other-written desc required

Default Location: San Diego

Comment: Travel to various district locations as required by my job to provide nursing services to students.

Reference:

Budget Status: Valid

[Receipt Images](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Step 5

Below the Default Location, click the link, **Accounting Defaults**:

'Business Purpose: Other-written

Default Location: San Diego

[Accounting Defaults](#) [Apply Cash](#)

Details

'Overview Detail Local

Select 'Expense Type

Step 6

The last step brought you into the Chartfield page that affects only this one Expense Report. Budget numbers you enter or edit here will affect this report, and no other. ***Take the time to check each Chartfield to be sure it is correctly filled in.*** Pay special attention to the **DeptID** Chartfield. Be sure it contains the Department ID number for the school principal or department head you want to approve this Expense Report. When done, click **OK**.

NOTE: The budget numbers shown in this example are not real; ***you must use your own department's budget numbers!***

Create Expense Report
Accounting Defaults

Leslie Doe Report ID: NEXT

Accounting Summary

%	'GL Unit	DeptID	Resource	Bud Ref	Program	Class	Fund	Extended	PC
100.00	SDUSD	1234	12345	12	1234	1234	12345	1234	PC

[User Defaults](#)

Step 7

The last step brought you back into the **Expense Report Entry** page, illustrated below. To enter your first day's worth of mileage, choose the **Mileage IN SD County** selection in the first Expense Type line's drop-down menu:

Expense Report Entry

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) [More...](#)

Details

'Overview' **Detail** **Location** **Merchant** **Air/Hotel**

Select	'Expense Type	'Expense Date	'Amount Spent
	Fuel for Rental Car		
	Lodging		
	Meals		
	Mileage IN SD County		
	Mileage OUT of SD County		
	National Board Certification		
	National Board Support Acad		
	Parking - Outside SD County		
	Parking - SD County		
	Personal Phone Call 1/day		
	Shuttle/Cab/City Bus		

Totals

Employee ID: Non-Reimbursable Expenses: 0.00 USD Due E:

Premium: 0.00 USD Due V:

Step 8

You will see several fields appear to the right of **Mileage IN SD County**. Fill them in as shown in the example below. The **Expense Date** should be the date of the day you are claiming mileage for. The **Payment Type** should always be **Not Applicable** for mileage entries.

Finally, click the green arrow on the far right side to move on to the next screen:

'Expense Type	'Expense Date	'Amount Spent	'Currency	'Payment Type	'Billing Type	
Mileage IN SD County	11/03/2008	0.00	USD	Not Applicable	Internal	➔

Step 9

Enter the **Description**. Here you must put in where you went that day. Be sure to include all places you drove to that directly involved your job tasks. Then click the green arrow again:

'Expense Type	'Expense Date	'Description	Non-Reimbursable	No Receipt	
Mileage IN SD County	11/03/2008	From Gompers to Dana.	<input type="checkbox"/>	<input type="checkbox"/>	➔

Step 10

Enter the total number of miles you are claiming for that day, in whole numbers. If your personal record (if you keep one) shows a partial mile (for example, 3.7 miles) then you must round it off. Then click the green arrow again:

'Expense Type	'Expense Date	Transportation ID	'Miles	Rate	Passengers	Originating Location	
Mileage IN SD County	11/03/2008		12	0.5850			➔

Step 11

That completes one line entry for one single day of claimed mileage. You are ready to enter another entry for another day.

Before you do anything else, click the **Save For Later** button located in the bottom-left corner of the screen. This will ensure your work is saved and won't get lost or deleted. Then keep repeating Steps 7 through 10 until all the days of mileage you wish to claim within one single month have been entered.


Click the **Save For Later** button frequently as you work (after each new line entry)


NOTE: After you click **Save For Later** you may lose the blank entry lines. *To bring out more blank lines for you to use, follow the steps after this illustration:*

[illegible]

Steps to Add More Blank Lines:

- A. Click the plus sign button on the far right side of the screen:

Currency	Payment Type	Billing Type	
USD	Not Applicable	Internal	



Check For Errors

Add multiple new rows

- B. Enter the number of blank lines you want and click **OK**:

Script Prompt:

Enter number of rows to add:

5

OK

Cancel

- C. Extra blank lines will appear for you to use. If the **Overview** tab is not in front, you need to click on it to bring it forward:

The screenshot shows the 'Details' section of the software. The 'Overview' sub-tab is active. The table contains the following data:

Select	Expense Type	Expense Date	Amount
<input type="checkbox"/>	Mileage IN SD County	11/03/2008	

A red arrow points to the 'Expense Date' column in the second row.

Step 12

After you've finished entering all the lines of day-to-day mileage you want to claim, and you have clicked the **Save For Later** button, your screen may resemble this example:

Details

Customize | Find | View All | First 1-6 of 6 Last

*Overview *Detail Location Merchant Air/Hotel *Mileage Per Diem *Currency

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Exchange Rate	Drft		Reimburse Amt		
<input type="checkbox"/>	Mileage IN SD County	11/03/2008	7.02	USD	1.00000000	<input checked="" type="checkbox"/>		7.02	USD	
<input type="checkbox"/>	Mileage IN SD County	11/04/2008	4.68	USD	1.00000000	<input checked="" type="checkbox"/>		4.68	USD	
<input type="checkbox"/>	Mileage IN SD County	11/05/2008	13.46	USD	1.00000000	<input checked="" type="checkbox"/>		13.46	USD	
<input type="checkbox"/>	Mileage IN SD County	11/06/2008	2.93	USD	1.00000000	<input checked="" type="checkbox"/>		2.93	USD	
<input type="checkbox"/>	Mileage IN SD County	11/07/2008	9.95	USD	1.00000000	<input checked="" type="checkbox"/>		9.95	USD	
<input type="checkbox"/>	Mileage IN SD County	11/10/2008	22.23	USD	1.00000000	<input checked="" type="checkbox"/>		22.23	USD	

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Be sure to click the **Check For Errors** button now. This will check your work to see whether you might have made a mistake anywhere. If the system detects a mistake, it will “red-flag” it. You have to correct the mistake, and click **Save For Later** again, before you can submit the Expense Report.

How to handle a red-flagged mistake is shown in the next exercise of this manual. Assuming there are no mistakes, continue to Step 13.

Step 13

Click the **Save For Later** button one last time, for good measure. Then click the **Submit** button:

<input type="checkbox"/>	Mileage IN SD County	11/07/2008	9.95	USD	1.00000000	<input checked="" type="checkbox"/>		9.95	
<input type="checkbox"/>	Mileage IN SD County	11/10/2008	22.23	USD	1.00000000	<input checked="" type="checkbox"/>		22.23	

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	60.27 USD	Due Employee:	60.27 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Definition of Totals Update Totals

Save For Later Submit

Expense Report Project Summary Printable View

SDCS Expense Rules

Return to Travel and Expense Center

Step 14

If you are certain this Expense Report is ready for approval, click the **OK** button. That sends it off to your Department Head or Principal for their approval. ***Be aware that once you submit it, the report cannot be edited anymore, unless your Department Approver sends it back to you electronically.*** Once it is approved, the report automatically goes to the Accounts Payable department for processing. You can expect to receive your check in the mail in about 2 – 4 weeks:

Create Expense Report

Save Confirmation

Leslie Doe

Report ID: 0000045434

Expense Report Totals			
Employee Expenses:	60.27 USD	Due Employee:	60.27 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Click OK to submit, or click Cancel to return to the expense report without submitting.

OK

Cancel

Step 15

You will see your Expense Report once again. You can log out of the computer at this point. If you want to print a hardcopy for yourself first, click the **Printable View** link in the lower-right corner. Then print the form:

Mileage IN SD County	11/06/2008	2.93 USD	Not Applicable	Internal	
Mileage IN SD County	11/07/2008	9.95 USD	Not Applicable	Internal	
Mileage IN SD County	11/10/2008	22.23 USD	Not Applicable	Internal	

Totals

Employee Expenses:	60.27 USD	Due Employee:	60.27 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

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Return to Search

Notify

Red Flags: What to Do When You Get One – Example Exercise

Each time you click the **Check For Errors** button you hope that it doesn't find any errors, so that you can continue to save and submit your Mileage Expense Report. But sooner or later a mistake is made. When that happens a small red flag appears on the screen next to the expense line with the error. You can save the expense report with errors on it, but you can't submit it until the errors are resolved.

This next Step-by-Step exercise walks you through the typical method used to resolve red flags. It begins from the point of having checked for errors on a typical mileage expense report, and encountering a red flag for the first time.



Step by Step: Fix a Red Flagged Error

Step 1

Click on the red flag to open it and see what the problem is:

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Mileage IN SD County	12/03/2008	7.02	USD	Not Applicable	Internal
<input checked="" type="checkbox"/>	Mileage IN SD County	12/04/2008	4.68	USD	Not Applicable	Internal
<input type="checkbox"/>	Mileage IN SD County	12/05/2008	13.46	USD	Not Applicable	Internal
<input type="checkbox"/>	Mileage IN SD County	12/10/2008	22.23	USD	Not Applicable	Internal

Step 2

The detail page for that expense opens up and displays where the trouble is located. In the top left area there is text that describes the issue; and the field with the problem is highlighted in red. In this example, we forgot to enter a description of where we drove that day:

Create Expense Report
Expense Detail for Mileage IN SD County (Line 2)
 Leslie Doe Report ID: 0000045435

Please enter or update the following information:
 Description

About This Expense

Expense Date: 12/04/2008
 Payment Type: Not Applicable
 Billing Type: Internal
 Miles: 8 x 0.5850
 Description: [Redacted]
 Amount Spent: 4.68
 Currency: USD
 Exchange Rate: 1.00000000
☒ Default Rate

Step 3

We clicked inside the red field, typed in the required details, and then clicked the **Check Expense For Errors** button to clear out the red flag:

About This Expense

*Expense Date: 12/04/2008

*Payment Type: Not Applicable ☐ No Receipt

*Billing Type: Internal ☐ Non-Reimbursable

*Miles: 8 x 0.5850

*Description: From Gompers to the Ed Center and back.

*Amount Spent: 4.68

*Currency: USD

*Exchange Rate: 1.00000000 ☒ Default Rate

Reimbursement Amt: 4.68 USD

Exception Comments

Location Amount:

No Receipt:

[Accounting Detail](#)

Check Expense For Errors

[Return to Expense Report](#)

[Previous Expense](#) [Next Expense](#)

Step 4

After clearing the red flagged error, we can now click the link, **Return to Expense Report**, located in the lower-left corner:

No Receipt:

[Accounting Detail](#)

Check Expense For Errors

[Return to Expense Report](#)

Step 5

Back on the Expense Report page we are ready to click **Save For Later** (*always* do that before you submit) and then click **Submit**:

Select	Expense Type	Expense Date
<input type="checkbox"/>	Mileage IN SD County	12/03/20
<input type="checkbox"/>	Mileage IN SD County	12/04/20
<input type="checkbox"/>	Mileage IN SD County	12/05/20
<input type="checkbox"/>	Mileage IN SD County	12/10/20

Copy Selected Delete Selected

Totals	
Employee Expenses:	60.27 U
Non-Reimbursable Expenses:	0.00 U
Prepaid Expenses:	0.00 U
Employee Credits:	0.00 U
Vendor Credits:	0.00 U
Cash Advances Applied:	0.00 U

Save For Later Submit

Delete a Single Day Entry from a Mileage Expense Report – Example Exercise

The following steps walk you through how to delete one or more single day entries from a Mileage Expense Report. You might want to delete a day (or several days) from your report before you submit it. For example, if you accidentally entered an extra day into the report, or if you entered a range of days but were out sick during a day or two within the range, you would need to delete such days.

NOTE: *You can ONLY delete days from a Mileage Expense Report if you have not yet submitted the report! Once you submit the report, you can no longer edit it in any way.*



Step by Step: Delete a Single Day from Your Mileage Expense Report

Step 1

You must first be sure you are viewing the Expense Report Entry page of the report. This is the main page of the form. The Expense Report Entry page looks like the following example:

Create Expense Report

Expense Report Entry

Leslie Doe [User Defaults](#) **Report ID:** 0000045436

General Information

Description: Mileage November 2008 Demo
 Business Purpose: Other-written desc required
 Default Location: SAN DIEGO

Comment: Travel to various district sites to provide nursing services to students. per my job requirements.
 Reference:

Budget Status: Not Chk'd
 [Receipt Images](#)

[Accounting Defaults](#)
[Apply Cash Advance\(s\)](#)
More Options:

Details
[Customize](#) | [Find](#) | [View All](#)

First 1-8 of 8 Last

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type			
<input type="checkbox"/>	Mileage IN SD County	11/03/2008	4.68	USD	Not Applicable	Internal			
<input type="checkbox"/>	Mileage IN SD County	11/04/2008	5.85	USD	Not Applicable	Internal			
<input type="checkbox"/>	Mileage IN SD County	11/05/2008	3.51	USD	Not Applicable	Internal			
<input type="checkbox"/>	Mileage IN SD County	11/06/2008	10.53	USD	Not Applicable	Internal			
<input type="checkbox"/>	Mileage IN SD County	11/07/2008	1.76	USD	Not Applicable	Internal			
<input type="checkbox"/>	Mileage IN SD County	11/10/2008	8.78	USD	Not Applicable	Internal			
<input type="checkbox"/>	Mileage IN SD County	11/11/2008	2.93	USD	Not Applicable	Internal			
<input type="checkbox"/>	Mileage IN SD County	11/12/2008	9.95	USD	Not Applicable	Internal			

Copy Selected
Delete Selected
New Expense
Add
Check For Errors

Totals

Employee Expenses:	47.99 USD	Due Employee:	47.99 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)
Update Totals

Save For Later
Submit

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[SDCS Expense Rules](#)

[Return to Travel and Expense Center](#)

Step 2

Find the day you wish to delete, under the **Details** section (about the middle of the page).

Step 3

3/3/2010

20

Click a checkmark into the **Select** checkbox on the far left side of the line you wish to delete. In this illustrated example below, we selected the line for November 4th:

Select	Expense Type	Expense Date
<input type="checkbox"/>	Mileage IN SD County	11/03/2008
<input checked="" type="checkbox"/>	Mileage IN SD County	11/04/2008
<input type="checkbox"/>	Mileage IN SD County	11/05/2008
<input type="checkbox"/>	Mileage IN SD County	11/06/2008
<input type="checkbox"/>	Mileage IN SD County	11/07/2008

Step 4

Click the **Delete Selected** button:

<input type="checkbox"/>	Mileage IN SD County	11/07/2008
<input type="checkbox"/>	Mileage IN SD County	11/10/2008
<input type="checkbox"/>	Mileage IN SD County	11/11/2008
<input type="checkbox"/>	Mileage IN SD County	11/12/2008

Copy Selected **Delete Selected** New Expense

Totals	
Employee Expenses:	47.99 USD
Non-Reimbursable Expenses:	0.00 USD
Prepaid Expenses:	0.00 USD
Employee Credits:	0.00 USD

Step 5

Click the **OK** button to confirm the deletion:

Create Expense Report
Delete Confirmation

Leslie Doe

You have selected one or more expense lines to delete. To confirm, press OK; otherwise, press Cancel.

OK Cancel

The Expense Report Entry page is displayed again, and you'll notice that the day you deleted is indeed gone.

If you're ready to submit this revised report, remember to click the **Save For Later** button first; then click the **Submit** button.

Copy from an Old Existing Report – Example Exercise

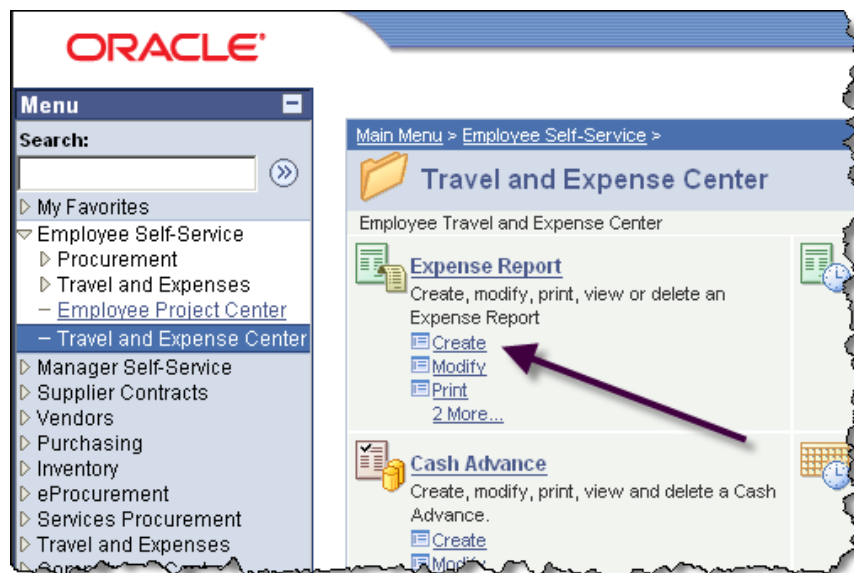
The following steps walk you through how to create an Expense Report for Mileage within San Diego County by copying from a previously created Expense Report and simply changing or updating the information. This approach may save you time if the report you are creating needs to be quite similar to a past report.



Step by Step: Create a Mileage Expense Report from an Old Existing Report

Step 1

Navigate to the Expense Reports home page, and start a new Expense Report by clicking **Create**.



Step 2

If the screen shown here does not appear, skip ahead to Step 3. If this screen does appear, it means that someone else has authorized you in the system to create and submit Expense Reports on h/her behalf. If so, then you must choose to create this Expense Report either for yourself (if you went on the trip) or for the other person (if h/she went on the trip).

Type the correct person's Employee ID number in the **EmplID** textbox. Then click **Add**.

Expense Report

[Find an Existing Value](#) [Add a New Value](#)

EmpID: 100130

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step 3

From the **Quick Start** menu, choose **An Existing Report**. Then click the **GO** button:

Create Expense Report

Expense Report Entry

Leslie Doe [User Defaults](#)

Quick Start: A Blank Report [GO](#)

General Information

'Description': A Blank Report

'Business Purpose': A Template

'Business Purpose': A Travel Authorization

'Business Purpose': **An Existing Report**

'Business Purpose': Entries from My Wallet

Default Location:

Step 4

Click the **Select** button next to the old report you wish to copy from:

Create Expense Report

Copy From an Existing Expense Report

Leslie Doe **Report ID:** NEXT

From Date: 10/07/2007 To: 01/07/2009 [Search](#)

	Report ID	Description	Business Purpose	Status	Created
Select	0000045436	Mileage November 2008 Demo	Other-written desc required	Pending	01/07/2009
Select	0000045435	Mileage November 2008	Other-written desc required	Submitted	01/05/2009
Select	0000045434	Las Vegas Math Conference	Professional Growth	Pending	01/05/2009

[Return to Expense Report Entry](#)

Step 5

You will now see the **Expense Report Entry** page of the new Expense Report, filled in with the details from the old report.

You must change the details to reflect the dates, destinations, and mileage for this new report. To view all the areas that need to be edited, you can either click the green arrows on the right-hand side of the form, or click the appropriate tabs at the top. (See illustration on next page):

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Mileage IN SD County	11/03/2008	4.68	USD	Not Applicable	Internal
<input type="checkbox"/>	Mileage IN SD County	11/04/2008	5.85	USD	Not Applicable	Internal
<input type="checkbox"/>	Mileage IN SD County	11/05/2008	3.51	USD	Not Applicable	Internal
<input type="checkbox"/>	Mileage IN SD County	11/06/2008	10.53	USD	Not Applicable	Internal

NOTE: The only tabs you might need to click on are the Overview, Detail, Mileage, and Currency tabs. Other tabs are not involved in a Mileage Expense Report.

Step 6

Be sure to click the **Save For Later** button before you click the **Submit** button, when you are ready to submit the report.

What to Do If Your Mileage Expense Report is Sent Back – Example Exercise

Someday you may find that a mileage expense report you submitted is Sent Back to you instead of approved. This occurs when an Approver has some reason for wanting you to make a change on the report and resubmit it. You'll know it was sent back to you if you receive an automated e-mail telling you so.

NOTE: *Just in case you don't get the e-mail, you should make a habit of checking the status of your submitted report every few days. An exercise showing how to check a report's status follows this exercise.*

The most common reasons why this might happen are:

- **Budget Error** - There is a budget problem; maybe there isn't enough money in the budget to pay for your mileage at the moment. Or, perhaps that particular budget has not been activated in the system yet.
- **User Error** - There is a problem with your report. Maybe you accidentally omitted something. Or maybe you made a typographical error.

The usual ways to resolve these problems are:

- **Resolve a Budget Error** –
 - This is something only your Approver can handle. He/She will know there is a budget problem as soon as they try to budget-check the report. The Approver must then contact the Budget Analyst and ask that person to either transfer funds into the budget and make sure it is activated, or else provide you with the code numbers for a different budget you can use in its place (in the Chartfields).
 - Then the Approver must type an explanation of what you must do (like changing the budget numbers, for example) onto the form, and send it back to you for revision.
 - You can then make the changes necessary on the form and resubmit it.
- **Resolve a User Error**–
 - You will know what the problem is when you open and view the report. In the upper-right corner you will see a note typed to you from the Approver. Click on the typed words to view the entire note. This should tell you what to do.
 - Follow the instructions in that note, and resubmit the form.

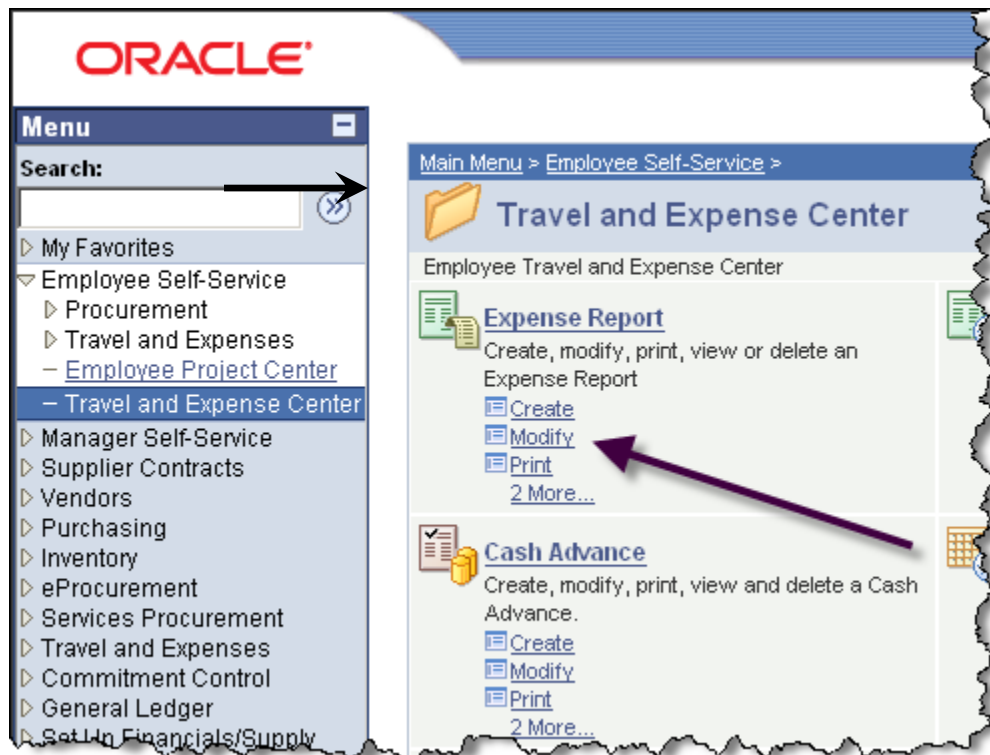
The following steps walk you through how to resolve a mileage expense report that was sent back for revision.



Step by Step: Fix a Mileage Expense Report that was Sent Back

Step 1

Navigate to the Expense Report home page and click the **Modify** link:



Step 2

Click the **Search** button on the **Find an Existing Value** tab. (Leave the **begins with** field blank):



The Expense Report should open automatically. (If it doesn't, you probably need to choose it from a list of 2 or more Expense Reports available for editing...The list would appear automatically):

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: begins with

[Advanced Search](#)

Search Results

[View All](#) First 1-4 of 4 Last

Report ID	Report Description	Name	EmplID	Report Status	Creation Date
0000045437	Mileage November 2008 II	Leslie Doe	120080	Pending	01/07/2009
0000045436	Mileage November 2008 Demo	Leslie Doe	120080	Pending	01/07/2009
0000045434	Las Vegas Math Conference	Leslie Doe	120080	Pending	01/05/2009
0000033521	Employee Reimbursement	Kris Doe	124073	Pending	09/20/2007

[Find an Existing Value](#) | [Add a New Value](#)

Step 3

Look in the top right-hand corner of the report for a bold, underlined comment typed in by the Approver, and click on it:

[User Defaults](#)

Report ID: 0000045436

Please delete the two days you were out ill in November, a

Comment:

Reference:

Step 4

The entire message is displayed. When finished reading it, click the **Return** button:

View Approver Comments

Approver's Comments
Name: Alex Doe
Action: Sent Back
Date/Time: 01/07/2009 9:16:43AM
Comment: Please delete the two days you were out ill in November, and then resubmit the report. Thank you.

Return

Step 5

Follow the Approver's comments or instructions you just read. Make any necessary changes/updates to your report. Then click **Save For Later** and **Submit**.

How to Check the Status of a Submitted Expense Report – Example Exercise



Step by Step: Check the Status of a Report

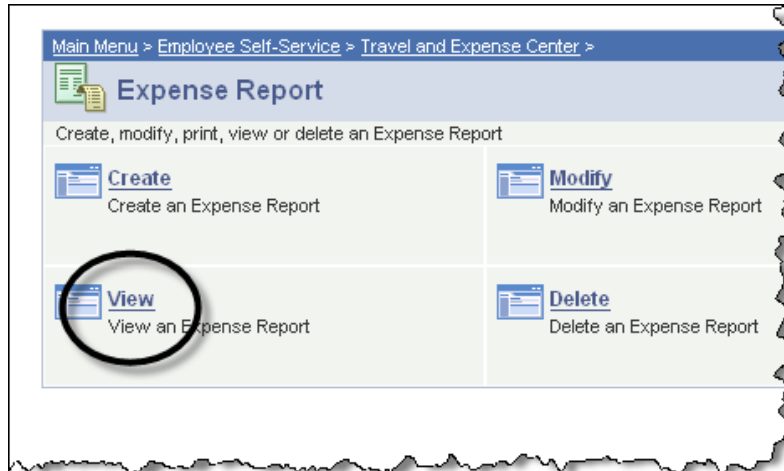
Step 1

Navigate to the Expense Report home page and click the **Expense Report** link:



Step 2

Click the **View** link. This link allows you to view *only those reports that have been submitted*. (If you want to see reports that are partially completed and just saved but not submitted yet, then click the Modify link):

**Step 3**

Leave the **begins with** field blank, and click the **Search** button:

A screenshot of the 'Expense Report' search page. The title 'Expense Report' is in blue. Below it, the text says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a tab labeled 'Find an Existing Value'. Below the tab, the text 'Search by:' is followed by a dropdown menu showing 'Report ID' and a text input field labeled 'begins with'. The 'Search' button is circled in black. To the right of the 'Search' button is a link labeled 'Advanced Search'.**Step 4**

Click the **ID number** of the report you want to view:

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Report ID begins with

[Advanced Search](#)

Search Results

[View All](#) First Last

Report ID	Report Description	Name	EmplID	Report Status	Creation Date
0000045437	Mileage November 2008 II	Leslie Doe	120080	Pending	01/07/2009
0000045436	Mileage November 2008 Demo	Leslie Doe	120080	Pending	01/07/2009
0000045435	Mileage November 2008	Leslie Doe	120080	In Process	01/05/2009
0000045434	Las Vegas Math Conference	Leslie Doe	120080	Pending	01/05/2009
0000033521	Employee Reimbursement	Kris Doe	124073	Pending	09/20/2007

Step 5

The report is displayed on your screen. Scroll down to the bottom of the report and observe the **Pending Actions** (what has yet to be done) and the **Action History** (what has already been done) sections:

SDCS Expense Rules			
▼ Pending Actions Customize Find First <input type="button" value="1 of 1"/> Last			
Profile	Name	Action	Date/Time
Pre Pay Auditor	(Pooled)		
▼ Action History Customize Find First <input type="button" value="1-2 of 2"/> Last			
Profile	Name	Action	Date/Time
	Leslie Doe	Submitted	01/05/2009 10:59:27AM
Department Level Approver	Alex Doe	Approved	01/09/2009 8:59:09AM

After seeing this status, you can either navigate to another page in PeopleSoft, or you can log out of the system.

Tips & Tricks for Expense Reports

Don't Get Logged Out Unexpectedly! If you think it might take you longer than 15 minutes to complete an Expense Report, take these steps to ensure the system won't kick you out unexpectedly, which can cause you to lose the Expense Report.

- After you log into PeopleSoft and after you click the **Financials Supply Chain** link, go back to the portal page (where you signed in) and close that window by its X button in the upper right corner.
- Always click **Save For Later** just before you click **Submit**. That way you will ensure nothing will get lost or deleted.

Be as Complete as Possible – Include all pertinent details for each and every expense line in the Expense Report. Don't assume you can abbreviate or take shortcuts. You may end up having the report sent back for revision, which means a delay since you will have to edit it and resubmit it, or maybe even start all over.

Verify Chartfields on Each Report – In the beginning of every Expense Report you create, as soon as you arrive at the **General Information** page, you should ALWAYS verify your Chartfield string (budget code numbers). Do this by clicking the link, **Accounting Defaults**. It will take you right to the Chartfield page. Make sure that all budget code numbers are entered correctly in the Chartfields, especially the **DeptID** code. Then click **OK**. This procedure can save you headaches later on; it prevents the Expense Report from being sent to the wrong approver, and it ensures that the proper budget is used.

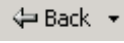
Complete Mileage Entries with All Details – Be sure to include all necessary details and information when you fill in the **Description** fields for your day entries on Mileage Expense Reports. Include your destinations whether you went to just one place that day, or to several places. If you leave anything out, your Expense Report might be sent back or denied, and your reimbursement check will be delayed.

No Future Dates on Expense Reports – Expense Reports do not allow you to enter any future dates. You can only enter current or past dates for expenses incurred.

SDCS Expense Rules – At the bottom of any Expense Report Entry page, you will find a link called **SDCS Expense Rules**. When you click this link it brings you to a page with all the district's rules and policies on eligible expenses. At the bottom of this page you can click **Return** to go back to where you left off.

[SDCS Expense Rules](#)

Don't Click the Back Button – A general rule to follow when using any PeopleSoft

applications is to **never** click the **Back** button  on your browser window. Doing so can make you lose your work, and even kick you completely out of the software program. You will always be able to find a menu choice or other link to click on within the page, to bring you back to the previous page or to other pages.

Maintain the Best Computer Connections

It is important for you to maintain your Oracle PeopleSoft application connection so that it remains in optimum working condition.

To do this, you must complete a quick, simple, routine task about once a week. The task is called “**Clearing [or Deleting] Your Cache Files**”.

Cache files are files that are deposited onto your computer’s hard drive every time you click to a new web page while you’re on the Internet. They are also referred to as Cookies or Temporary Internet Files. They are generally harmless. But if you ignore them, they pile up every time you use the Internet. They can pile up so much that it can cause your computer to perform sluggishly, or even start to get weird error messages. So, it’s important for you to clear out all the cache files every day, to make room for the new ones that will come in.

The following steps walk you through the procedure for clearing cache files.

Clear Cache Files – Example Exercise



Step by Step: Clear Cache Files

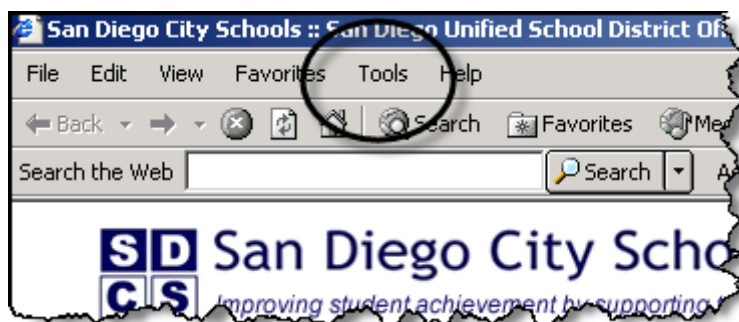
Step 1



Launch Microsoft Internet Explorer . It makes no difference which web site or web page is displayed on your screen.

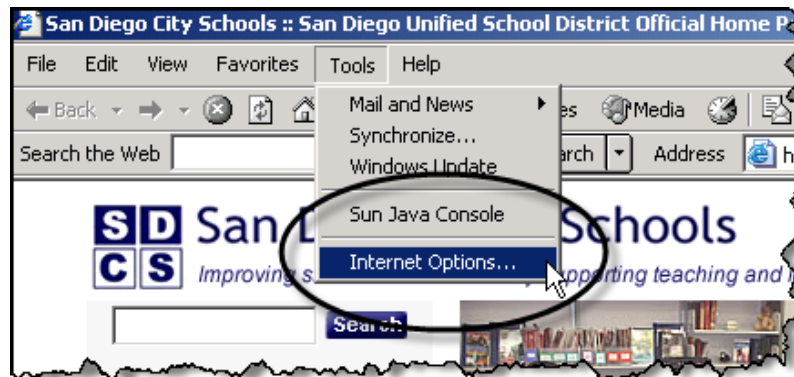
Step 2

Click **Tools** on the menu bar at the top of the screen:

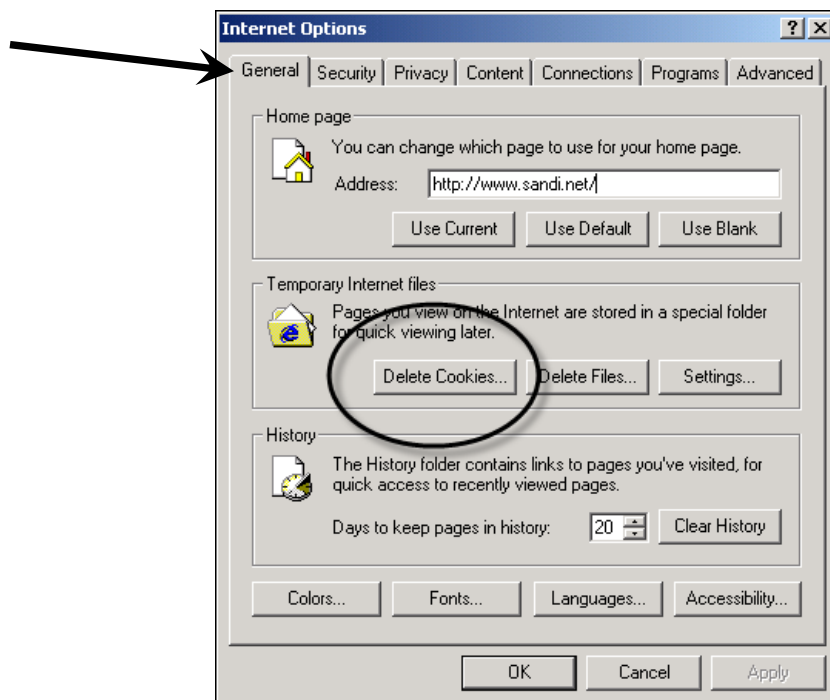


Step 3

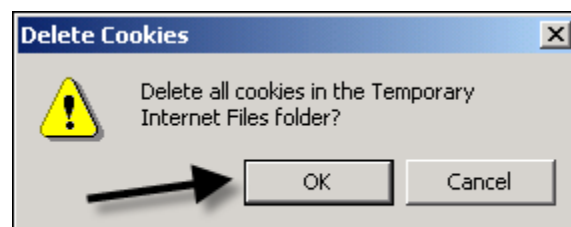
Click **Internet Options** on the Tools menu:

**Step 4**

Click **Delete Cookies** on the General menu:

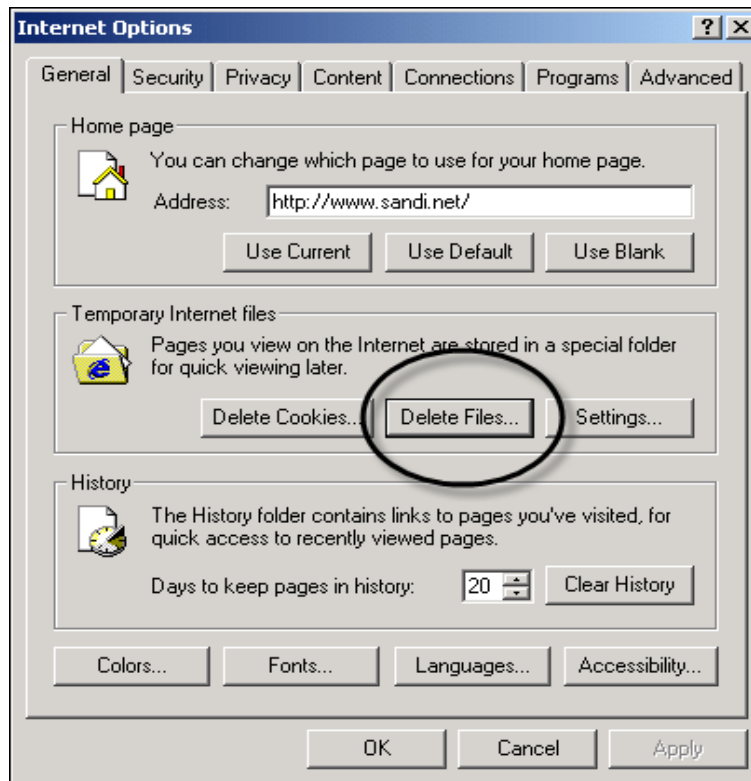
**Step 5**

Click **OK**:

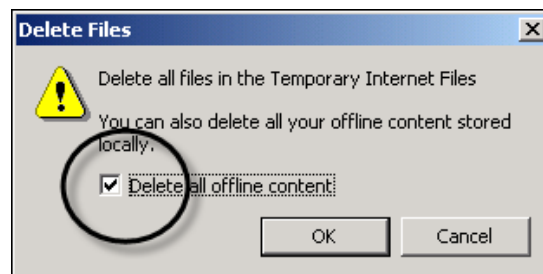


Step 6

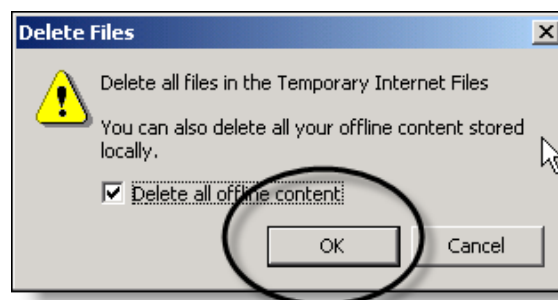
Click **Delete Files**:

**Step 7**

Click a checkmark into the box labeled **Delete all offline content**:

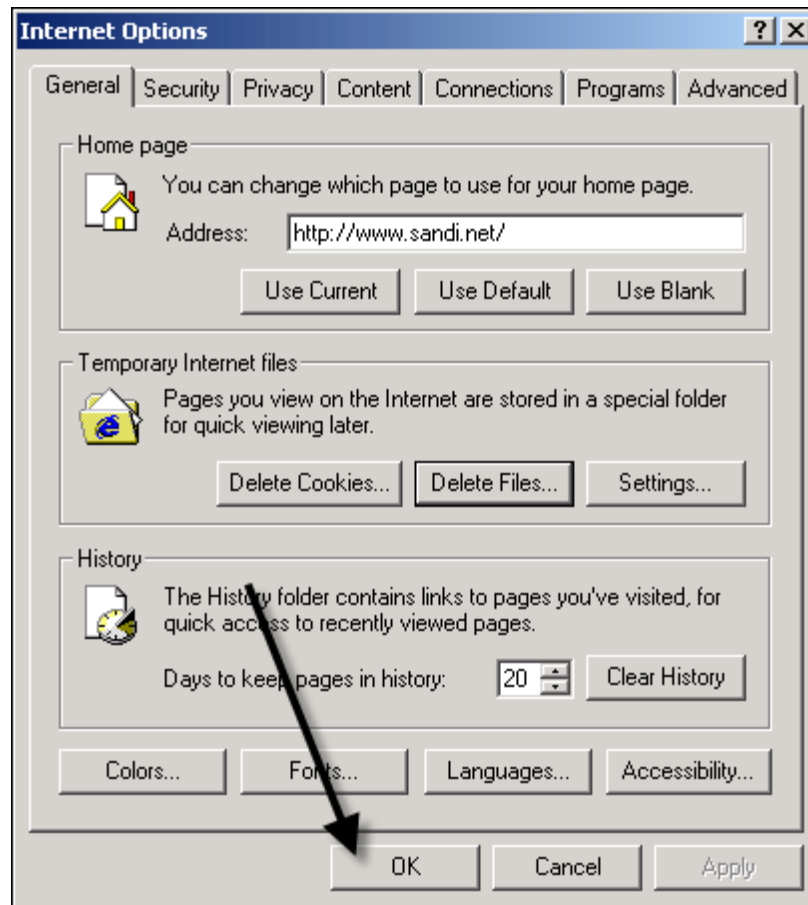
**Step 8**

Click **OK**:



Step 9

Click the **OK** button at the bottom:

**Step 10**

Close your browser window (Microsoft Internet Explorer). Re-launch it when you are ready to resume working on the Internet. This last step will refresh the browser and make it completely clean.

Support – How to Find Help

NOTE: *DO NOT call the IT Help Desk. They cannot offer support on any PeopleSoft software applications.*

You have several ways to get help with the district's PeopleSoft Financials Travel & Expenses software. Your support options are listed and explained here in the order of how you should proceed.

1) **First**, you need to carefully read (or re-read) your training materials (user manual, job aids). Most questions can be answered there.

To print out extra copies of training materials please go online to:

<http://www.sandi.net/peoplesoft/readandlearn>

That brings you to a web page where you can click and print out many different job aids and manuals (handbooks).

2) If you need more help than what the training materials provide, the **second** thing you can do is attend an **Open Lab** session. Open Lab is a free help clinic provided for all district employees who have **already completed** the related training class. Open Lab is held on a regular basis, usually about two or three Fridays per month. At Open Lab you can receive individualized, one-on-one assistance from the Travel & Expenses instructor with specific problems or questions you may have while using the Travel and Expenses software. Open Lab is a first-come-first-served arrangement. No appointments are taken. Just show up, and bring your work and all pertinent information with you.

For details on when and where Open Lab takes place (the schedule is posted every month on the district's DWA web site), please go online to:

<http://www.sandi.net/peoplesoft/training>

That brings you to a web page where you can find the Open Lab schedule, as well as other information about training classes.

3) **After** you have done Steps 1 and/or 2 above, if you still feel you need further assistance, please contact an Accounts Payable Technician. As of the printing of this manual, here is a list of Accounts Payable staff members who can assist you, on the next pages:

**SAN DIEGO UNIFIED
SCHOOL DISTRICT**
Office of Chief Financial Officer
Accounts Payable Department -
Room 3141
**Vendor Assignments Effective
11/02/09**

**A/P Fax Number:
(619)725-7769**

Vendors are assigned to A/P staff alphabetically by the payee's last name or company name.

Employee Travel Authorizations and Expense Reports are assigned to A/P staff alphabetically by the traveler's last name.

TRAVELER or VENDOR NAME	A/P TECHNICIAN	PHONE NUMBER (619)	E-Mail Addresses:
A	Cristi Childers	725-7683	Abe - jcaluza@sandi.net
Ba - Bd (except Barnes & Noble)	Phuong Pham	725-7761	Cindy - cstephens@sandi.net
Barnes & Noble	Cindy Stephens	725-7763	CoCo - svelazquez1@sandi.net
Be - Bz	Cordae Auld	725-7758	Cristi - cchilders@sandi.net
Cellular Telephone Service	Sheryl Stearns	725-7757	Cordae - cauld@sandi.net
C	Cindy Stephens	725-7763	Kitty - cjackson1@sandi.net
D	Sheryl Stearns	725-7757	Magda - mhenein@sandi.net
E	Magda Henein	725-7760	Margaret - mgomes@sandi.net
F	Margaret Gomes	725-7768	Nancy - nmiraflor@sandi.net
G	Cordae Auld	725-7758	Phuong - ppham@sandi.net
Gas & Electric Utilities	Margaret Gomes	725-7768	Sheryl - sstearns@sandi.net
H	Phuong Pham	725-7761	Stephanie - strump@sandi.net
I	CoCo Velazquez	725-7759	Tina - tjair@sandi.net
J	Tina Jair	725-7764	
K	Magda Henein	725-7760	
L	Cindy Stephens	725-7763	
Ma - Mh	CoCo Velazquez	725-7759	
Mi - Mz	Abe Caluza	725-7771	
N	Kitty Jackson	725-7751	
O	Stephanie Trump	725-7765	
Pa - Pm	Stephanie Trump	725-7765	
Pn - Pz	Abe Caluza	725-7771	
Q	Nancy Miraflor	725-7766	
R	Kitty Jackson	725-7751	

S (except San Diego & Sup't of Schools)	Tina Jair	725-7764
San Diego	Nancy Miraflor	725-7766
Superintendent of Schools	Margaret Gomes	725-7768
Telephone Service - Land Lines	Magda Henein	725-7760
T	CoCo Velazquez	725-7759
U	Nancy Miraflor	725-7766
V	Nancy Miraflor	725-7766
W (except Whoo's Smart)	Phuong Pham	725-7761
Whoo's Smart	Kitty Jackson	725-7751
Water/Sewer Utility Service	Abe Caluza	725-7771
X	Nancy Miraflor	725-7766
Y	Nancy Miraflor	725-7766
Z	Nancy Miraflor	725-7766